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Secretariat

13 December 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Central Support Services

Subject: **Temporary closures due to construction**

1. The present circular is to advise staff that scheduled repairs will affect the usage of the Delegates Dining Room and the Staff Café during the period from 24 December 1999 through 14 January 2000.

2. It has been determined that the major components of the fan systems serving the Delegates Dining Room are in need of urgent replacement. In view of the lighter activity in the Delegates Dining Room towards the end of the year, it has been decided that having the work done during that period would result in the least disruption in service. Accordingly, the Delegates Dining Room will be closed for business from 24 December 1999 through 14 January 2000.

3. While this work is being performed, the Delegates Dining Room kitchen will also be closed. Since that kitchen is used for preparing the food served in the Staff Café, the Staff Café will also be closed during the same period.

4. Your cooperation during this urgently needed repair work is much appreciated.

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* Expiration date of the present information circular: 15 January 2000.

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